

Honorary Claim Form

Note: All service providers (example: tutoring, lessons, guiding, lunch prep, etc.) that do not have a CRA Business Number will be issued a T4A at year end for total payments of \$500 or more in a calendar year.

Issue District Cheque
Submit to: accounts.payable@sd8.bc.ca

Paid with School Trust Funds
Submit to: pbush@sd8.bc.ca

Month of Services	
_____-H (Year YYYY) (Month MM)	Example: 2019.01-H for Jan 2019 Services

Cheque Payable To:		Signature:	
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Honorary Information			
Date	Reason for Honorary (Example: Elder Visit, Pottery Class)	School	Amount
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL:			\$

Approved for Payment			
G/L Code:			
Approval Signature:		Date:	
Title:			

If being paid by the District, please submit to:
 Accounts Payable, School Board Office
 Phone: 250-505-7052 | Email: accounts.payable@sd8.bc.ca
 Please attach a completed [A.10 New Vendor Set-up Application](#) (if not already on file)

If being paid by School Trust, please submit to:
 Finance Clerk, School Board Office
 Phone: 250-505-7003 | Email: holly.kerr@sd8.bc.ca
 Please attach a completed [A.10 New Vendor Set-up Application](#) (if not already on file)